

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 44

November 25, 2008

**SUBJECT:** DEACTIVATION OF THE PERFORMANCE EVALUATION REPORT - LIEUTENANTS AND BELOW, FORM 01.78.00, AND PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING LIEUTENANTS AND BELOW, FORM 01.78.02; ACTIVATION OF STANDARDS BASED ASSESSMENT - LIEUTENANTS AND BELOW, FORM 01.87.00, STANDARDS BASED ASSESSMENT PROJECT COMPLETION CHECKLIST, FORM 01.87.01, AND STANDARDS BASED ASSESSMENT - GUIDELINES FOR COMPLETING THE REPORT, FORM 01.87.02

**PURPOSE:** The Department has replaced the performance evaluation process with a Standards Based Assessment (SBA) system. The new forms and procedures create an objective SBA report based on universally applied performance standards clearly stated on the form. The system requires supervisors to document employee performance throughout the year, requires commanding officers to guarantee that documentation is done, and requires that commanding officers broadly communicate goals for employees to achieve. The SBA distinguishes employee performance by employee actions, not supervisory opinions. The SBA also gives decision makers objective and realistic performance assessments based on universal standards to improve promotional, paygrade, and other assignment decisions.

**PROCEDURE:**

- I. PERFORMANCE EVALUATION REPORT - LIEUTENANTS AND BELOW, FORM 01.78.00, AND PERFORMANCE EVALUATION REPORT GUIDELINES FOR RATING LIEUTENANTS AND BELOW, FORM 01.78.02 - DEACTIVATED. The Performance Evaluation Report - Lieutenants and Below, Form 01.78.00, and the Performance Evaluation Report Guidelines for Rating Lieutenants and Below, Form 01.78.02, have been deactivated.

Effective January 1, 2009, the discontinued forms shall be marked "obsolete" and placed into the divisional recycling bin (See Note below).

- II. STANDARDS BASED ASSESSMENT - LIEUTENANTS AND BELOW, FORM 01.87.00 - ACTIVATED. The Standards Based Assessment - Lieutenants and Below, Form 01.87.00, is activated.

**Note:** The new criteria and guidelines become effective immediately and shall be used for the first time for all employee ratings for the performance period ending

January 1, 2009. Henceforth, the new forms shall be used for assessments of all lieutenants and below.

- A. **Use of Form.** This form is used to report the performance assessments of lieutenants and below, as well as probationary or temporary-emergency employees (3/760.20, 3/760.40, 3/760.60).
- B. **Completion.** Supervisors shall utilize the Standards Based Assessment - Guidelines for Completing the Report to complete this form.

**Note:** Completion of this report requires supervisors to observe and document performance during the assessment period on forms such as Commendation Reports, Form 01.18.00, Employee Comment Sheets, Form 01.77.00, and Notices to Correct Deficiencies, Form General 78.

- C. **Distribution.** The distribution for the SBA is as follows:

- 1 - Original, Personnel Division (Records)
- 1 - Copy, employee's divisional file
- 1 - Copy, employee
- 3 - Total

- D. **Completion - Specific.** The Standards Based Assessment - Lieutenants and Below consists of two parts with supplements for supervisors and Field Training Officers (FTOs).

**Part I - Specific Performance** includes six assessment categories for all sworn employees, four categories for supervisors, and three for FTOs. The categories are:

**All Sworn Employees**

- \* Skills Required to Perform Current Assignment;
- \* Initiative and Productivity;
- \* Communication;
- \* Personal Interactions;
- \* Integrity; and,
- \* Acceptance of Responsibility.

**Supervisors**

- \* Development of Subordinates;
- \* Supervisory Administrative Skills;
- \* Use of Force and Personnel Complaint Investigation Skills; and,
- \* Civil Rights Oversight of Field Operations.

**Field Training Officers**

- \* Annual Refresher Training;
- \* Observing and Evaluating Performance; and,
- \* Training Officer Administrative Skills.

Within each category, employee performance will be rated at one of three levels: Needs Improvement, Meets or Sometimes Exceeds Standards, or Greatly Exceeds Standards.

**Part II - Overall Rating** consists of three elements:

- \* Employee's most significant contribution;
- \* Training Evaluation and Management System (TEAMS) evaluation including recommended training; and,
- \* Commanding officer's comments regarding sustained personnel complaints.

**III. STANDARDS BASED ASSESSMENT PROJECT COMPLETION CHECKLIST, FORM 01.87.01 - ACTIVATED.** The Standards Based Assessment Project Completion Checklist, Form 01.87.01, is activated.

The Standards Based Assessment Project Completion Checklist (checklist) has been prepared to provide supervisors a step by step guide to the appropriate tasks and activities necessary to complete a SBA. A supervisor assigned to complete a SBA for an employee shall perform the tasks and activities listed on the checklist and submit the completed checklist with the completed SBA project.

The checklist shall only be filed in the project files for the command. The checklist shall not be attached to the completed SBA and shall not be placed in an employee's personnel folder.

**IV. STANDARDS BASED ASSESSMENT - GUIDELINES FOR COMPLETING THE REPORT, FORM 01.87.02 - ACTIVATED.** The Standards Based Assessment - Guidelines for Completing the Report, Form 01.87.02, is activated.

The guidelines have been prepared to reflect the content in the SBA Form. All assessors shall review the guidelines prior to assessing subordinates.

**FORM AVAILABILITY:** The Standards Based Assessment - Lieutenants and Below, the Standards Based Assessment Project Completion Checklist, and the Standards Based Assessment - Guidelines for Completing the Report are available in LAPD Forms on the Department's Local Area Network (LAN).

**AMENDMENTS:** This Order amends Department Manual Sections 3/660.30, 3/760.20, 5/01.78.00, and 5/01.78.02, and adds Sections 5/01.87.00, 5/01.87.01, and 5/01.87.02 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "D"